

Jury Service Handbook



United States District Court
Eastern District of Tennessee
Knoxville Division

<http://www.tned.uscourts.gov>

(Rev. 2003)

**Welcome to Jury Service
in the
United States District Court**

This booklet contains some of the information that will be covered in your orientation. Please keep it for reference.

Jury service is not only a duty of citizenship it is a privilege. Based upon responses to exit questionnaires, we know that most people find their jury service to be interesting and worthwhile. We hope you will, too.

“...(U)nless you are willing to participate in a democracy by serving, you cannot ensure the life, liberty, and pursuit of happiness...”

Lindy Boggs
former U. S. Representative
from Louisiana

LAWS GOVERNING JURY SERVICE

Any person summoned for jury service in U. S. District Court (federal court) is required to report as directed unless excused by the Court. Reasons for excuse are set forth in the Jury Plan for the Random Selection of Grand and Petit Jurors, a copy of which is available for inspection in the clerk's office of the U. S. District Court. The grounds for excuse are limited as jury service is an acknowledged duty of citizenship, and our form of government requires individuals to serve as jurors when called.

A person summoned for jury service who fails to appear as directed can be ordered by the Court to appear and show cause for failure to comply with the summons. A person who fails to show good cause to the Court for noncompliance with a summons may be fined not more than \$100, or imprisoned not more than three days, or both.

Congress has provided for significant statutory protection of employment for federal jurors. An employer is prohibited from discharging, intimidating, threatening, or coercing any employee by reason of the employee's jury service or scheduled attendance for such service. An employer violating this requirement is subject to (1) liability for damages to the employee, (2) an injunction from further such violations and to provide appropriate relief, including the reinstatement of such employee, and (3) a civil penalty of not more than \$1,000 for each violation as to each employee. District courts have been given jurisdiction over civil actions brought for the protection of jurors' employment rights, and a mechanism has been provided for the appointment of counsel for jurors claiming violations by their employers and whose claims are found to have possible merit.

IMPORTANT TELEPHONE NUMBERS

U. S. District Court Clerk's Office 865-545-4228
Jury Information Line 1-800-877-0551

Voice Mailboxes:

Helen Spears, Jury Administrator 865-545-4234, Ext. 227
Donna Crumpton, Alternate Jury Clerk 865-545-4234, Ext. 278
FAX 865-545-4247

BUILDING ADDRESS

U. S. District Court
Howard H. Baker, Jr. Courthouse Building
800 Market Street, Suite 130
Knoxville, TN 37902

CONTENTS

Term of Service	4
Reporting Notification	4
Reporting Location	4
Jury Information Line	4
Scheduling Days Off	5
Requests for Excuse	5
Payment for Jury Service	6
Attire for Court	7
Security	7
Restaurant Locations	7
Map, Directions, Parking	8-9
Laws Governing Jury Service	10

DIRECTIONS TO THE HOWARD H. BAKER JR. U.S. COURTHOUSE

COMING FROM THE WEST

Drive I-40 East to James White Parkway and exit there. From James White Parkway, take 2nd exit—the Cumberland Avenue/Downtown Exit (Exit 388A). Immediately past the second traffic light (Gay Street intersection), Central Parking will be on the right and the Howard Baker Jr. U.S. Courthouse will be on the left.

COMING FROM THE EAST

Drive I-40 West to the James White Parkway exit (it exits to the left, not to the right, off of I-40, so be in the left-hand lane). From James White Parkway, take 2nd exit—the Cumberland Avenue/Downtown exit (388A). Immediately past the second traffic light (Gay Street intersection), Central Parking will be on the right and Howard Baker Jr. U.S. Courthouse will be on the left.

COMING FROM THE NORTH

Drive I-75 South. This route becomes I-275 on the northern edge of the city. Follow I-275 to its intersection with I-40 East (take the I-40 East/Asheville exit), and follow I-40 East for about a half-mile to the James White Parkway exit. From the James White Parkway, take 2nd exit—the Cumberland Avenue/Downtown exit (Exit 388A). Immediately past the second light (Gay Street intersection), Central Parking will be on the right and the Howard Baker Jr. U.S. Courthouse will be on the left.

COMING FROM THE SOUTH

If you are approaching downtown on Chapman Highway and the Henley Bridge from the South, turn right onto Main Street. The Howard H. Baker Jr. U.S. Courthouse is on Main, in the third block on your left. If you use the Gay Street Bridge as your approach to downtown, you will see the Howard H. Baker U.S. Courthouse on Gay on your left between Main and Cumberland Avenue.

REQUESTS FOR EXCUSE

If you have a reason which you feel qualifies you for excuse from jury service, your request for excuse must be in writing. Please state your request as briefly as possible. **A request from your employer will not be considered.**

FAX your request to 865-545-4247.

OR

MAIL your request in the enclosed postage-paid envelope with summons information.

OR

DELIVER your request in person to the Clerk's Office (Suite 130, Howard H. Baker, Jr. Courthouse Building).

We will call you before your scheduled reporting date to inform you of the judge's decision. **If the district judge denies your request you are required to report.** Please make your request in advance. You will not be paid for your attendance if you wait until you report to request excuse.

SCHEDULING DAYS OFF FROM JURY SERVICE

We make every effort to work around personal commitments but **YOU MUST LET US KNOW AHEAD OF TIME**.

We are more than happy to work your jury service around your personal schedule, but there is only one way to be sure we don't call you for jury service when you have other commitments. **YOU** have to let us know ahead of time when you have commitments. This is **your** responsibility.

*When you call the **Jury Information Line** and you are told to report, that means we are expecting you to be here. So PLEASE DON'T WAIT until you get your notification to report to let us know you're not available.*

In the event of a last-minute emergency, call the jury administrator at (865)-545-4234, ext. 227

TERM OF SERVICE AND REPORTING NOTIFICATION

You will be “on call” as a juror for 4 months (beginning on the first day you report). You will not be here every day or every week. You will only report when notified by calling the jury information line on Fridays after 5:00 p.m. **Most jurors serve only about 15 days during the course of their jury service.**

JURY INFORMATION LINE

All jurors are **REQUIRED** to call the Jury Information Line after 5:00 p.m. on the night before reporting. *Remember, if you do not call the jury information line and report unnecessarily as a result, you will not be paid for your attendance for that day, it will not count as one of your days of attendance, and we cannot verify your attendance to your employer.*

The recorded message will inform you whether there has been any change in your reporting date or time. The message will not refer to you by name but by juror number. You will receive your new juror number at orientation.

The Jury Information Line is a **RECORDED MESSAGE ONLY**. If you need to speak with someone, please call 865-545-4234, ext. 227, Mon.-Fri., 8:00 am - 5:00 pm.

REPORTING LOCATION

On your **FIRST DAY OF JURY SERVICE** report to the **JURY ASSEMBLY ROOM** on the 1st floor for jury orientation.

IF YOU ARE SITTING ON A JURY (that is, while the trial is going on) report to the **JURY ROOM** to which you have been assigned. The jury rooms are located on the 1st, 3rd and 4th floors next to the courtrooms.

DO NOT go in the courtroom or wait in the hall and **DO NOT** have any personal conversations with attorneys, parties, or witnesses.

DOWNTOWN KNOXVILLE

Driving Directions:

(I40E or I40W) take the exit. Once on the James White Parkway take the 2nd exit - Cumberland. At the end of the exit ramp through the red light, go straight again. The building will be on your left and a parking lot will be on your right.



Coming into Knoxville on James White Parkway, take the Ave./Downtown exit. At the end of the exit ramp through the red light, go straight again. The building will be on your left and a parking lot will be on your right. (See also page 4.)

PAYMENT FOR JURY SERVICE

Attendance Fee: \$40.00 per day

Parking Reimbursement: \$6.00 per day

Mileage Reimbursement: Mileage is reimbursed for your round-trip mileage from your home to the Federal Building. This rate changes from time to time. You will be advised of the rate that is in effect during your term of service.

You will be paid for each day of attendance whether or not you are selected to sit on the jury. **The court cannot pay you if you fail to call the Jury Information Line and report when you are not supposed to.**

If you are employed you are entitled by law to receive your regular pay from your employer minus the \$40.00 attendance fee. If you need further information regarding this provision, please request it from the jury administrator when you report for service.

If you are an employee of the United States government you are not paid an attendance fee but you will still be reimbursed for mileage and parking.

If your employer needs verification of your attendance for payroll records, please see the jury administrator or courtroom deputy for an attendance slip.

Juror paychecks are prepared approximately every two weeks and mailed directly to you at home. If your address changes during your term of service please advise the jury administrator. If you have a question regarding your juror payment you should contact the jury administrator in the Knoxville office.

The IRS requires that the \$40.00 attendance fee be included on your tax return (not the mileage and parking reimbursements). The court does not issue an IRS Form 1099 unless a juror is paid \$600.00 or more in attendance fees in one calendar year.

ATTIRE FOR COURT

Wear comfortable, neat clothing. “Sunday dress” is not required. A sweater or light jacket may come in handy.

DO NOT WEAR shorts or tank tops, T-shirts, sweat suits or jogging suits, or clothing that is not in keeping with the dignity of the court

SECURITY

It is a security requirement that **every** person entering a U.S. Courthouse must present photo identification—a driver’s license or other photo identification. Please make certain to have photo identification with you whenever entering a U.S. Courthouse.

The security gate in the first floor lobby is there for everyone’s safety—including that of the jurors. Anytime you enter the building, you will be required to go through the security gate (including after lunch). Remember, this is for everyone’s safety.

CELLULAR PHONES, PAGERS AND POCKET KNIVES ARE NOT ALLOWED IN THE FEDERAL BUILDING.

NEARBY RESTAURANTS

The Lunchbox, Chick-fil-A, and Petro’s: First Tennessee Bank Building, Corner of Gay and Main.

Court Top Café: 4th floor, Howard H. Baker Jr. U.S. Courthouse

Country Store: 1st floor, Howard H. Baker Jr. U.S. Courthouse

Pete’s: Medical Arts Building, Locust Street, across from post office

Arby’s: Gay Street

Subway, Soup Kitchen, Tomato Head: Market Square Mall

Each jury room is equipped with a refrigerator and microwave oven for the jurors’ use. Canned sodas and coffee are provided free of charge in the jury room.